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UNITED STATES MARINE CORPS

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ForO P3060.3C

G-3R

APR 04 2003

FORCE ORDER P3060.3C

From: Commander  
To: Distribution List

Subj: READINESS SUPPORT PROGRAM STANDING OPERATING PROCEDURES  
(Short Title: RSP SOP)

Ref: (a) CMFR Readiness Support Program Initiating Directive  
28 Jan 03  
(b) CMC Operations Plan 1-96 (Campaign Plan for  
Implementation of the Marines Corps Readiness Support  
Program)  
(c) ForO 5320.1 (Inspector-Instructor Staff Integration)  
(d) ForO 5400.2 (MARFORRES Command Relationships)  
(e) MCO 5311.1C (Total Force Structure Process)  
(f) ForO 1754.2A (Family Readiness Support Program)  
(g) MCBul 10120 (Individual Clothing Allowance for  
Enlisted Personnel)  
(h) ForO 11240.3 SOP for Garrison Mobile Equipment (GME)  
(i) ForO P4200.1G (SOP for Purchasing and Contracting)  
(j) ForO P5720.1 (Community Affairs Program)  
(k) MCO P3040.4D (Marine Corps Casualty Procedures  
Manual)  
(l) ForO 3440.2 (Marine Corps Reserve Assistance to Civil  
Authorities)  
(m) ForO 3060.2 (COMMARFORRES Mobilization and Force  
Activation Plan)  
(n) MCO 1754.8 (Marine For Life Program)  
(o) MCO P1001R.1J (Marine Corps Reserve Administrative  
Management Manual)  
(p) MCO P1610.7E (Performance Evaluation System)  
(q) ForO P5800.6 (Legal SOP)

Encl: (1) LOCATOR SHEET

1. Purpose. To publish policy and procedures relative to  
management and administration of the Marine Corps Readiness  
Support Program (RSP) per reference (a).

2. Cancellation. ForO P3060.3B.

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3. Background

a. As envisioned by reference (b), the RSP is designed to coordinate a number of concurrent efforts to improve Total Force Readiness and expand Marine Forces Reserve (MARFORRES) peacetime support and wartime capabilities. The nature of modern warfare is such that the Marine Corps Reserve must respond to many and varied scenarios of mobilization that could affect individual Marines (e.g., IRR, IMA or Retiree), entire SMCR units and families of Active and Reserve Component Marines and Sailors. As a result, the RSP enhances Total Force Readiness by ensuring the efficient processing of mobilized Reserve manpower, as well as providing pre and post mobilization support to Active and Reserve Component families and Reserve sites. In addition, the RSP is designed to improve public awareness and understanding of the Marine Corps through community-level activities across the Nation.

b. MARFORRES has both an operational and a garrison/supporting role. Operationally, our mission is to prepare units for mobilization to augment, reinforce and provide operational tempo (OPTEMPO) relief to the Marine Corps' active component. This mission requires us to maintain a high state of readiness and to use the talents and abilities of every available Marine, Active and Reserve.

c. The MARFORRES garrison/supporting mission requires maintaining Reserve Training Centers (RTCs) (sometimes referred to as "sites") during peacetime and after mobilization. Site Support includes those "Base Commander" or "Supporting Establishment" (SE) responsibilities in the areas of facility maintenance, garrison equipment and supply, family assistance, casualty assistance, and other duties that keep faith with our Marines, their families, and the local communities. In this order the terms "RTC" and "site" are used interchangeably.

d. The RSP facilitates the accomplishment of both our operational and supporting roles. In light of the integration of active duty Marines into operational units, per reference (c), the Peacetime/Wartime Support Team (PWST) concept evolved to accomplish our wartime mission and still ensure that our sites, families, and communities are properly administered before, during, and after mobilization.

4. Discussion

a. The RSP consists of nine functions:

- (1) Family Readiness, Assistance and Support.
- (2) Site Facilities Maintenance.
- (3) Community Outreach.
- (4) Casualty Assistance.
- (5) Military Support to Civil Authorities (MSCA).
- (6) Demobilization Preparation and Support.
- (7) Marine for Life (M4L).
- (8) Individual Ready Reserve (IRR) muster processing.
- (9) Pre-trained Individual Manpower (PIM) mobilization processing.

b. RSP functions are shared responsibilities between MARFORRES Major Subordinate Command (MSC) Commanders:

5. Commander's Intent. My intent is to keep both operational and supporting establishment chains of command consistent during peacetime and wartime, yet meet all of the unique requirements of the Force. The Marine Corps Reserve Support Command is the MARFORRES "supporting establishment". The site's command and control transition accompanying a unit's mobilization should be as seamless as possible. To facilitate this consistency, the program as a whole is heavily dependent on the establishment of effective supporting/supported relationships between our operating forces and supporting establishment. The end state is a trained and capable PWST with the ability to rapidly mobilize and either directly support the I-I/site commanders with their RSP function responsibilities or assume responsibility for the RSP functions if the I-I/site commander is deployed or reassigned. This capability will free as many active component personnel as possible to be integrated into the SMCR T/O or make them available for global sourcing.

ForO P3060.3C

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6. Summary of Revisions. This order contains significant revisions throughout and should be reviewed in its entirety.

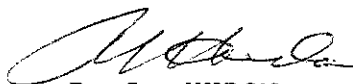
7. Scope. This order addresses policy and procedures relative to the management and administration of RSP.

8. Recommendations. Recommendations concerning this order are encouraged and should be submitted to MARFORRES G-3 via the PWST or MSC chain of command, as appropriate.

9. Action. CG's, 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), 4th Force Service Support Group (4th FSSG), and Marine Corps Reserve Support Command (MCRSC); Commanding Officers (CO's) of Force units; and I-I/Site Commanders and their staffs will be guided in the performance of their duties relative to RSP by policies and procedures contained herein.

10. Reserve Applicability. This order is applicable to the Marine Corps Reserve.

11. Certification. Reviewed and approved this date. OPCON of non-mobilized PWST personnel immediately transfers to CG, MCRSC. ADCON of non-mobilized PWST personnel transfers to CG MCRSC upon transition of PWST structure to IMA.



R. L. HUDON  
Chief of Staff

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RSP SOP

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CHAPTER 1

RSP ORGANIZATION AND STRUCTURE

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## RSP SOP

### CHAPTER 1

#### RSP ORGANIZATION AND STRUCTURE

1000. COMMARFORRES. COMMARFORRES, via the G-3, maintain policy and program oversight of the RSP at all times.

1001. CG, MCRSC. CG, MCRSC is the force provider to ensure fully trained and qualified PWST's execute RSP functions 1 through 6 in support of the gaining MSC post mobilization. Pre-mobilization, CG, MCRSC maintains administrative and operational control of the PWST's via five Regional PWST Commanders. CG, MCRSC maintains administrative and operational control of RSP functions 7 through 9 (M4L, IRR Muster Processing and PIM Mobilization processing) in all phases of mobilization and demobilization. CG, MCRSC will provide funding and establish a formalized training program and curriculum for RSP functions 1 through 9 in order to provide fully qualified PWST Marines to the gaining force MSC, as directed.

1002. CG's, 4th MarDiv, 4th MAW, 4th FSSG, and CO's, Force Units. The CG's, 4th MarDiv, 4th MAW, 4th FSSG, and CO's, Force level units retain responsibility for all operational functions and RSP functions 1 through 6 pre and post mobilization through their site commander and site support staff. The site commander will continue to report directly to the MSC chain of command pre and post mobilization.

1003. CHANGE OF SITE COMMAND. PWST's are potential resources available to the Operational MSC's. In the event that a MSC CG submits a request to HQMC (MPP-60) through COMMARFORRES to provide a PWST, then at that time the PWST mobilizes and chops to the gaining force MSC both OPCON and ADCON. The "triggering event" for PWST mobilization will be the direction from HQMC (MPP-60) through COMMARFORRES to provide a PWST, then at that time the PWST mobilizes and chops to the gaining force MSC both OPCON and ADCON. The "triggering event" for PWST mobilization will be the direction from HQMC (MPP-60) through COMMARFORRES to CG, MCRSC to mobilize the requested PWST(s). The PWST remains under the gaining force MSC until such time as the gaining force MSC directs that the PWST be detached and reports back to CG, MCRSC.

1004. DEFINITIONS AND ABBREVIATIONS1. Definitions

a. RTC/Site. A RTC/Site is designated as the facilities and grounds where one or more SMCR units or portions of a unit are administered.

b. Site Commander. There will be one Site Commander designated at each site. The Site Commander will normally be the senior active duty Marine officer present (Regular Component or Active Reserve, or, as described below, the PWST OIC upon mobilization). The site commander reports directly to his/her MSC chain of Command. The Site Commander maintains the RTC/site and the execution and coordination of activities affecting units residing at the site.

c. Unit Commander. The Unit Commander is the Active Duty Officer (in the case of Regimental and Group Commanders) or Reserve Officer assigned as the Commanding Officer or Officer-in-Charge (OIC) of the SMCR unit located at a site (dispersed over several sites).

d. Inspector-Instructor. The I-I is a regular or active reserve officer assigned to provide daily administrative, logistical, technical, instructional, and operational support to his/her assigned SMCR unit. Although not referred to as "I-I's" in the 4th MAW units, for purposes of this order, the term "I-I" also refers to 4th MAW command-stated officers designated as Site Commanders.

e. Peacetime/Wartime Support Team (PWST). The team of reserve Marines, under the command of CG, MCRSC, assigned to each site to execute RSP.

f. PWST OIC. The PWST OIC is an IMA officer who exercises operational and administrative control over the PWST. The PWST OIC's chain of command is dependent upon his/her mobilization status. Pre mobilization, the PWST OIC reports to the PWST Regional Commander in their geographic region. Post mobilization, the PWST reports to the gaining force MSC of the unit they are mobilized to support.

g. PWST Regional Commanders. The PWST Regional Commander is a Command-Slated IMA officer who exercises operational and administrative control over all non-mobilized PWST's within a defined geographic region. The PWST Regional Commanders report to CG, MCRSC.

h. IMPC Regional OIC. The IMPC Regional OIC is an IMA Officer who exercises operational and administrative control over the respective IMPC region. The IMPC Regional OIC reports to the PWST Regional Commander.

## 2. Abbreviations

- a. AC Active Component.
- b. AR Active Reserve.
- c. CACO Casualty Assistance Call Officer.
- d. FMCR Fleet Marine Corps Reserve.
- e. IMA Individual Mobilization Augmentee.
- f. IRR Individual Ready Reserve.
- g. IMPC Initial Mobilization Processing Center.
- h. MSCA Military Support to Civil Authorities.
- i. MST Mobilization Support Team.
- j. PIM Pre-trained Individual Manpower.
- k. PSR Prior Service Recruiter.
- l. PWST Peacetime/Wartime Support Team.
- m. RC Reserve Component.
- n. RSP Readiness Support Program.
- o. RTC Reserve Training Center.
- p. SMCR Selected Marine Corps Reserve.

1005. BACKGROUND. Reference (d) describes the missions of MARFORRES, and separates them into two mission types: Operational and Garrison/Site Support.

1. Organizational Structure. To accomplish both the operational and site support roles, MARFORRES is structured according to two types of Tables of Organization (T/O); operational SMCR unit and RTC/site support. Each site and SMCR unit has its own unique Reporting Unit Code/Monitored Command Code. The unit T/O's and the Site Support T/O's each contain AC, AR, and SMCR structured billets. The PWST structure is organized according to unique types of T/O's and is separate from existing site support T/O's.

a. Operational Unit T/O. Per reference (c), Active duty (I-I Staff) personnel are integrated into SMCR units to the maximum extent possible. Preferably, an Active duty Marine will fill a line number in the T/O of the SMCR unit at the RTC where he/she serves. In those cases where a unit T/O billet is not available at that RTC, the Marine may continue to serve at that RTC while being assigned to a T/O billet at another SMCR unit. Regardless of where the Active duty Marine serves during peacetime, he will mobilize along with the operational unit into whose T/O he has been integrated.

b. Site Support T/O. The Site Support T/O is comprised of three types of billets in accordance with reference (e).

c. PWST T/O. PWST's consist of three types of billets.

(1) IMA Billets. Primary manpower to accomplish peacetime PWST activity.

(2) IRR Billets. Pre-assigned IRR Marines plan to provide further augmentation for PWST T/O billets.

(3) FMCR Billets. Pre-assigned FMCR Marines plan to provide further augmentation for PWST T/O billets.

#### 1006. CONCEPT OF SITE SUPPORT

1. The primary mission of the site support staff is operational support to the SMCR unit at the site while the secondary mission

is RSP functions 1 through 6. The primary mission of the PWST is to be fully trained and qualified in RSP functions 1 through 7 in order to assume those duties, as directed, upon mobilization.

2. PWST T/O's are tailored primarily to assume RSP functions 1 through 7 following mobilization. The MST's will always report to the CG, MCRSC pre and post mobilization via the chain of command (i.e., the IMPC Regional OIC, and Regional PWST Commanders). The MST's primary mission is to conduct RSP function 8 and to be prepared to conduct RSP function 9 (PIM mobilization), as required.

3. The Unit Commander fills an operational role, in that he/she supports pre mobilization RSP functions 1 through 6, and is involved in RSP and PWST planning.

4. The Site Commander may or may not deploy to meet global sourcing requirements. If the site commander remains on-site he/she will continue to report to the operational MSC. If the site commander deploys without a MSC designated replacement, the MSC CG will request mobilization of the PWST OIC, who shall be prepared to assume the duties as site commander if requested by the respective operational MSC CG. This mobilization should be requested prior to the departure of the site commander to allow adequate turnover time. In all cases, control of site remains with the operational MSC CG. The PWST OIC, when mobilized and designated as the site commander, will report OPCON/ADCON to the gaining force MSC CG for operational functions, in addition to RSP functions 1 through 6.

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CHAPTER 2

THE NINE RSP FUNCTIONS

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### CHAPTER 2

#### THE NINE RSP FUNCTIONS

2000. GENERAL. The MARFORRES garrison/supporting mission requires maintaining RTC sites during peacetime and after mobilization. RSP includes those functions delineated in paragraph 4 of the basic order.

#### 2001. FAMILY READINESS, ASSISTANCE AND SUPPORT

##### 1. Concept of Operations

a. Family readiness, assistance and support will be conducted per reference (f). The executive agent for family assistance and support planning is the Director, Marine Corps Community Service (MCCS), MARFORRES. The unit commanders of the operating forces within each MSC are primarily responsible for the family readiness programs within their units. The I-I/Site Commanders assist in family readiness programs once the SMCR unit has mobilized and deployed, and as tasked by the unit commander. In the event the Site Commander also deploys and the PWST OIC is designated as the site commander, the PWST OIC assumes responsibility for family readiness and assistance of all deployed Marine families and the families of attached Naval personnel (AC and RC) at that site.

b. Per reference (f) site commanders will provide family assistance within their geographical area if requested, regardless of unit affiliation of the dependents.

c. I-I/Site Commanders may be asked to provide information and referral services to:

(1) Families of AC, AR, SMCR, and activated IMA or IRR Marines whose spouses (or, if not married), families reside within the zip coded region.

(2) Families of active component Marines residing within the Site Commander's assigned zip codes, if outside of their parent unit's local area (in particular, families of deployed Marines).

(3) As part of the orders writing process, CG, MCRSC shall notify Site Commanders as mobilization orders are written on Marines residing within a zip code assigned to them. Should the Marine's command so request, the Site Commander shall act as a liaison between the command and the family in order to assist the Marine.

d. Identification of dependents residing within a specific zip code grouping will be accomplished via MCTFS on-line output coordinated by MCRSC.

2. RESPONSIBILITIES. Refer to reference (f).

a. I-I/Site Commander. Train and instruct the PWST in the local family assistance functions so that the PWST is able to assume this task in the event of its mobilization.

b. PWST OIC. Be prepared to assume responsibility for family assistance functions in the event of PWST mobilization.

2002. RESERVE SITE MAINTENANCE AND ADMINISTRATION. References (g), (h), and (i) provide guidance for contracting and Garrison Mobile Equipment (GME) operations incident to site maintenance and administration.

1. Concept of Operations. MARFORRES sites consist of owned, leased, tenant, and joint sites. Procedures for maintenance and repair vary with the type site. Site Commanders have the ability to fund small projects within the limit of the Government Contract Purchase Card (GCPC), typically under \$2,500. All other projects are funded at a higher level, either by MARFORRES Facilities or site Host's facilities component.

a. At MARFORRES owned, leased, and otherwise responsible sites, maintenance and repair projects above \$2,500 are requested from MARFORRES Facilities, via the MSC chain of command.

b. At tenant and joint sites, required maintenance and repairs are requested from the site Host, in accordance with interservice support agreement (ISSA). Problems not adequately addressed by the site Host in a timely manner should be referred to MARFORRES Facilities for action.

## 2. Responsibilities

a. Site Commander. As stewards of their site, Site Commanders should know which category their site falls under and shall:

(1) Ensure minor maintenance and repair requirements are identified, requested, and conducted in a timely manner. Site Commanders should be familiar with the procedures for initiating projects for their site, both locally and via the chain of command.

(2) Notify MARFORRES Facilities of any major planned or unplanned modifications to their site.

(3) Be familiar with their respective ISSA's and procedures for funding minor maintenance and repairs.

(4) Immediately notify MARFORRES Facilities directly in the case of emergency repairs concerning life safety or significant facility damage and/or problems.

(5) Train and instruct the PWST in Site maintenance and administration.

b. PWST OIC. Be prepared to assume the responsibility for site maintenance and repair functions of the Site Commander in the event of PWST mobilization and mobilization of the active duty site support staff.

## 2003. COMMUNITY OUTREACH

### 1. Concept of Operations

a. Community outreach efforts shall be conducted per reference (j). The unit commanders of the operating forces within each MSC are primarily responsible for the community outreach programs within their units.

b. Community outreach efforts combine traditional community relations activities, communications with former Marines and Marine Corps affiliated organizations, and media coverage/interaction.

## 2. Responsibilities

a. COMMARFORRES (Director, Public Affairs (PA)).  
COMMARFORRES (Director, PA) shall:

(1) Coordinate and conduct nationwide community outreach planning.

(2) Publish periodic guidance and instructions on community outreach initiatives as necessary.

(3) Ensure a coordinated effort between MCRSC, the MSCs and Force unit in implementing a nationwide community outreach program.

b. Commanding Generals 4th MarDiv, 4th MAW, 4th FSSG, and CO's Force units. CGs, 4th MarDiv, 4th MAW, 4th FSSG, and CO's Force units shall: In coordination with MARFORRES PA, collect Essential Elements of Information (EEI) relative to community outreach efforts.

c. I-I/Site Commanders. Site Commanders are responsible for developing and executing a community outreach plan tailored to their local community and RTC and shall:

(1) Establish/update databases of EEIs relative to community outreach efforts.

(2) Coordinate community outreach planning with COMMARFORRES (AC/S PA).

(3) Upon the direction of COMMARFORRES (AC/S G-3), via the respective MSC CG, and in coordination with MARFORRES Director PA, be prepared to assume oversight of regionally oriented community outreach missions.

(4) Pre-mobilization: Train and instruct the PWST in the site specific community outreach program, such that the PWST is able to assume this task upon mobilization.

d. PWST OIC. Be prepared to assume responsibility for community outreach functions in the event of mobilization, and departure of the I-I/Site Commander.

2004. CASUALTY ASSISTANCE (CASUALTY ASSISTANCE CALLS OFFICER (CACO))

1. Concept of Operations

a. Casualty assistance will be performed per reference (k). Casualty calls will be performed by the I-I (Site Support) or mobilized PWST Marines. Unit Marines shall be assigned CACO duties only with the approval of the Unit Commander.

b. Until all casualty assistance actions have been completed, the duties of Casualty Assistance Calls Officer (CACO) take priority over other duties assigned to that Marine until all casualty assistance actions have been completed.

2. Responsibilities. Refer to reference (k).

a. Site Commander. Pre-mobilization: train and instruct the PWST in the local CACO program, so that the PWST is able to assume this task in the event of its mobilization and the mobilization of the active duty site support staff.

b. PWST OIC. Be prepared to assume responsibility for CACO functions in the event of PWST mobilization and the deployment of the active duty commander.

2005. MILITARY SUPPORT TO CIVIL AUTHORITIES (MSCA)

1. Concept of Operations

a. Per reference (1), Military Support to Civil Authorities (MSCA) are those activities and measures taken to establish a supported/supporting relationship between DoD and any civil government agency, in the planning or preparation for, or application of resources in response to, domestic emergencies, attacks, or acts of terrorism.

b. Disaster relief and civil disturbances efforts are the responsibility of local civil authorities. Once local officials have applied all resources to these efforts they may seek the assistance of the State. The Governor, in turn, may seek Federal assistance once application of State resources are exhausted. When requested by the Governor and authorized by the

President, DoD provides support to civil authorities of the Federal Government for its disaster relief and civil disturbance efforts.

c. COMMARFORRES, and only COMMARFORRES, coordinates with CMC (POC) concerning the use of Marine Corps Reserve resources for MSCA. MSC's or their subordinates, shall not undertake MSCA or commit to MSCA without COMMARFORRES approval

d. The extensive impact of MSCA operations on local communities directly effects community relation efforts, and shall be thoroughly coordinated with MARFORRES PA, via the MFR G-3.

e. The Marine Corps Emergency Preparedness Liaison Officer (MEPLO) Program provides reserve officers trained as liaison between the supporting USMC establishment (COMMARFORRES, HQMC (PO), and supporting MARFOR's) and the supported civil agencies on a regional basis.

## 2. Responsibilities

a. COMMARFORRES (AC/S G-3). MARFORRES AC/S G-3 shall:

(1) Supervise/monitor MSCA planning.

(2) Administer Operational Sponsorship of the MEPLO Program for Commander, Marine Forces Reserve.

(3) Coordinate the execution of MSCA operations by non-activated SMCR units.

b. COMMARFORRES PUBLIC AFFAIRS (PA). COMMARFORRES PA coordinates and oversees public affairs and community outreach coverage and documentation.

c. CG's, 4th MarDiv, 4th MAW, 4th FSSG, and CO's, Force Units. CG's, 4th MarDiv, 4th MAW, 4th FSSG, and CO's, Force Units shall:

(1) Upon direction from COMMARFORRES (AC/S G-3), provide information on unit personnel/equipment/capabilities to facilitate MSCA planning and execution.

(2) Upon receipt of a MSCA mission, task-organize SMCR units and as directed by MFR G-3 to provide support in response to the contingency, and supervise related actions.

(3) Immediate response in support of civil authorities is authorized only as necessary to save lives, prevent human suffering, or mitigate great property damage under a serious, immediately imminent, condition or threat.

d. I-I/Site Commanders

(1) Upon receipt of a request from local authorities, notify COMMARFORRES (G-3), via the respective MSC CG.

(2) Immediate response in support of civil authorities is authorized only as necessary to save lives, prevent human suffering, or mitigate great property damage under a serious, immediately imminent, condition threat.

2006. DEMOBILIZATION PREPARATION AND SUPPORT

1. Concept of Operations. The Site Commander maintains responsibility for site demobilization preparation and operational SMCR unit demobilization. If the Site Commander is deployed and the PWST OIC assumes the duties, he/she will be responsible for site preparation and demobilization of all assigned SMCR units.

2. Responsibilities. Refer to reference (m).

a. I-I/Site Commander. Train and instruct the PWST in the demobilization functions so that the PWST is able to assume this task in the event of its activation.

b. PWST OIC. Be prepared to assume responsibility for demobilization functions in the event of PWST activation.

2007. MARINE FOR LIFE

1. Responsibilities. The PWST will coordinate and execute the Marine for Life duties per reference (n), in coordination with HQMC.

2008. IRR MUSTER AND PIM MOBILIZATION PROCESSING1. Concept of Operations

a. IRR Musters and PIM mobilization processing and reporting are the responsibility of CG, MCRSC and shall be conducted IAW reference (m). These are the primary functions of the Individual Mobilization Processing Center (IMPC) Mobilization Support Teams (MST). Appendix C lists IMPC locations.

b. Prior Service Recruiters (PSR) shall be on-hand for each muster to provide reserve opportunity briefs to IRR's. Upon implementation of wartime SMCR "stop loss", PSR's shall be reassigned to IMPC's to provide augmentation to the MST's for PIM Mobilization Processing.

2. Responsibilities

a. COMMARFORRES. Establish delay, deferment, and exemption (DDE) policy and authority.

b. CG, MCRSC

(1) IRR musters are conducted by the MST's at the direction of CG, MCRSC. IRR musters shall be scheduled on non-drill weekends.

(2) Per reference (m), ensure MST access to Marine Corps Mobilization Processing System (MCMPs).

(3) Conduct a minimum of one IMPC mobilization exercise per year to exercise staff mobilization processing capabilities per reference (m).

(4) Conduct a minimum of one PIM MOBEX per year to validate and update personal data on Marines in this category.

(5) When directed, activate the MCRSC Command Operations Center (COC) to monitor PIM throughout at the IMPC's and provide MST's with guidance/assistance as required/requested.

(6) Publish procedures to grant or deny delays within limits established by COMMARFORRES. In addition, establish procedures for writing, endorsing and forwarding requests for extended delay, deferment or exemption to COMMARFORRES.

(7) Incorporate the notification of local RTC sites into the orders writing process for individual augmentees, to facilitate family assistance and support.

c. Mobilization Support Teams

(1) Ensure administrative and logistical preparations for the reception and processing mobilized PIM personnel.

(2) Upon mobilization, administratively process mobilized members of the Marine Corps' PIM pool and ensure timely reporting per reference (m) and under the direction of CG, MCRSC.

(3) Upon mobilization, forward requests for delay/exemption to CG, MCRSC, AC/S G-1.

d. Site Commanders. Affected Site Commanders will provide administrative and logistical support to MST's as requested.

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CHAPTER 3

PWST TRAINING

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## RSP SOP

### CHAPTER 3

#### PWST TRAINING

3000. GENERAL. PWST training shall be administered per reference (o) and accomplished with a formal training course, drills, refresher training (AT), Active Duty Special Work (ADSW), Reserve Counterpart Training (RCT), and appropriate/associate duty, as permissible and directed by CG, MCRSC.

#### 3001. PWST

##### 1. Formal Course

a. CG, MCRSC, will develop, maintain, and conduct a formal training course for PWST Marines to meet the needs of the supported MSC Commanders and PWST assigned personnel. CG, MCRSC, via the PWST Regional Commanders, coordinates with PWST OIC's to provide newly assigned PWST Marines the initial PWST training and familiarization course at MCRSC. Within their first year in a PWST billet, PWST personnel will receive this initial PWST training with indoctrination training in the nine RSP functional area, PWST reports/protocols and MCRSC functions and organization.

b. PWST's have specific duties per T/O billet descriptions, PWST personnel will be cross-trained to enable them to perform all RSP related functions, as necessary, under the immediate supervision/direction of their respective PWST OIC.

c. PWST Regional Commanders will be responsible, pre-mobilization, for recruiting to and filling the PWST T/O billet vacancies.

##### 2. Refresher Training

a. The Refresher Training (AT) package will consist of reviewing of key functions, any changes in the RSP and sharing besting practices.

b. Subsequent PWST AT's will be planned and scheduled by the respective PWST OIC's, coordinated with PWST Regional Commanders, and CG, MCRSC.

### 3. Counterpart Training

a. PWST IRR counterpart training will focus on RSP functions and gaining on-the-job training in site maintenance and administrative responsibilities. Site Commanders will ensure that PWST personnel are familiar with site-peculiar aspects of RTC maintenance and administration and all local RSP functional area responsibilities. In the area of Site Support, Site Commanders should train the PWST to autonomy, and equip it to assume the role of primary Site Support Staff when the unit mobilizes. The supporting PWST OIC is responsible for assigning PWST personnel to be responsible for and work within the nine functional areas year round with their MSC I-I/Site Command counterparts. The MSC I-I/site commanders and unit commanders will provide the PWST OIC with the priority of effort by RSP function.

b. The PWST drills concurrently with the collocated SMCR units (adjusted as necessary if there are two or more units located at the RTC and two drill weekends per month), but only in the role of RSP support. They will not be employed operationally. After coordinating with the I-I/Site Commander, the PWST may drill at other times to facilitate the training for, and execution of, RSP functions. The Site Commander and PWST OIC, with input from the Unit Commander and guidance from the PWST Regional Commander shall collaborate on a mutually supportive PWST training plan.

#### 3002. PWST IRRs

1. At the request, by name or otherwise, of the PWST OIC, CG, MCRSC may identify IRR individuals to associate with PWST PIM billets.
2. Per reference (o), IRR's are authorized to perform RCT, ADSW, and/or appropriate or associate duty to accomplish training requirements. Request for orders for pre-assigned PWST IRRs will be forwarded to MCRSC via chain of command.

#### 3003. PWST Fleet Marine Corps Reserve (FMCR)

1. FMCR Marines may be identified by MCRSC to associate with PWST PIM billets.

2. Like IRRs, FMCRs have no obligation to train but may do so if they choose. Site Commanders and PWST OIC's are encouraged to contact pre-assigned FMCRs on a regular basis and request that they perform some form of training, especially the initial PWST AT package.

3. The only type of training FMCRs may perform is appropriate and/or associate duty. Appropriate and Associate Duty are forms of Inactive Duty Training (IDT) without pay; however, Inactive Duty Reserve Retirement Points are awarded. FMCRs may attend AT's on associate duty orders. Request for orders for FMCRs will be forwarded to MCRSC via the chain of command.

3004. REQUIRED TRAINING/TESTING

1. PWST OIC's and PWST Regional Commanders shall:

- a. Ensure that their PWST Marines attend required training.
- b. Ensure that they have intranet access for PWST members to access any online course and POI.

2. PWST personnel will have ICCE and T/O weapon allocations and will be required to qualify with their T/O weapons in accordance with current MCO's. The I-I/Site Commander will provide support and training for pistol and rifle range qualification of PWST Marines.

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CHATER 4

ADMINISTRATION AND DISCIPLINE

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## RSP SOP

### CHAPTER 4

#### ADMINISTRATION AND DISCIPLINE

4000. GENERAL. Administration of PWST personnel will be per reference (o). As IMA and IRR Marines, PWST service records are maintained by MCRSC prior to mobilization. CMC (MMSR-7) maintains FMCR service records.

#### 4001. ASSIGNMENTS

##### 1. PWST

##### a. Policies

(1) PWST personnel normally serve in billets commensurate with their grade, but may serve in billets one up or one down from their current grade.

(2) Unless approved by CG, MCRSC, PWST members/personnel will reside within 300 miles of the RTC to which assigned.

(3) Tour lengths for PWST will be three years. A one-year extension to a Marine's contract may be authorized by CMC (RAM). It is the Marine's responsibility to initiate a request for an extension and ensure the request contains an endorsement from the I-I/Site Commander and CG, MCRSC.

##### b. Billet Vacancies/Assignments

(1) MCRSC will advertise the availability of PWST billets.

(2) Marines desiring a billet assignment as a PWST must submit a request to the appropriate PWST OIC.

(3) If a Marine is transferring from the IRR, the PWST OIC first processes the application through the PSR to verify the status of the applicant. Then, the application is forwarded to CG, MCRSC for approval via the I-I/Site Commander then via the PWST Regional Commander. Marines requesting an inter-unit transfer from a SMCR billet forward their applications to the appropriate RTC PWST OIC for consideration.

## 2. PWST IRR/FMCRs

a. PWST IRR and FMCR billets may be pre-assigned by MCRSC per reference (m). MCRSC will provide Marine Corps Pre-assignment System (MCPS) output/access to all PWST OIC's, identifying their respective pre-assignees.

b. PWST OIC's will contact pre-assignees to verify addresses, phone number, etc. Problem with pre-assignments (e.g., individual is deceased or cannot be contacted) will be addressed, in writing, to CG, MCRSC. MCRSC will replace pre-assignees, as necessary.

4002. IDENTIFICATION (ID) CARDS. Site Commanders will issue Military ID cards to PWST personnel.

4003. PWST DRILL REPORTING. Site Commanders will prepare and certify the PWST drill report for their assigned PWSTs. When PWST's drill in the execution of MCRSC conducted activities or training, the PWST OIC prepares and certifies the drill report.

### 4004. FITNESS REPORT

1. Fitness reports will be completed per reference (p).

2. Pre mob, the PWST Regional Commander is the Reporting Senior (RS) for the PWST OIC and the Regional IMC OIC, CG, MCRSC is the Reviewing Officer for that report. Post mob, the PWST OIC RS and RO are in accordance with the appropriate MSC chain of command.

3. The I-I/Site Commander RS and RO are in accordance with the appropriate operational MSC chain of command.

4005. AWARDS. Personal award recommendations for PWST personnel will be forwarded via the chain of command.

4006. PROMOTION. Promotion authority over PWST personnel will be exercised per reference (p).

### 4007. DISPOSITION OF OFFENSES

1. Each Officer in Charge and Unit Commander has discretion to dispose of offenses by members of that command. Disposition of

offenses will be handled in accordance with reference (q), subject to the various command relationships discussed.

## 2. Pre-mobilization

a. The PWST OIC shall exercise "OIC-level" NJP authority over the PWST Marines assigned to his/her IMA detachment. The PWST Regional Commanders shall exercise "Commander-level" NJP authority over all PWST Marines assigned to their Region. The CG, MCRSC shall be the first Courts-Martial Convening Authority in the PWST chain of command.

b. Site Commanders, Unit Commanders, and Inspector-Instructors exercise NJP authority and convene courts-martial in accordance with reference (q).

## 3. Mobilization

a. PWST Site Commander. When the PWST OIC has assumed the duties of Site Commander because his/her AC/AR counterpart has been reassigned, he/she shall exercise "Commander-level" NJP authority over all Marines attached or assigned to the Site, and should be formally designated as such. Special Courts-Martial Convening Authority is hereby withheld from all PWST Site Commanders. In such cases, their respective MSC CG shall act as the first Courts-Martial Convening Authority in the chain of command.

b. PWST OIC Not a Site Commander. When the PWST OIC has been activated, but has not assumed the duties of Site Commander because his/her AC/AR counterpart has not yet been reassigned, the PWST OIC shall retain "OIC-level" NJP authority over PWST Marines assigned to him/her. The Site Commander or Inspector-Instructor shall retain "Commander-level" NJP and courts-martial authority over all attached or assigned personnel in accordance with reference (q). In such cases, the respective MSC CG shall act as the first General Courts-Martial Convening Authority in the chain of command.

c. Unit Commanders. In accordance with reference (q), Unit Commanders retain NJP and courts-martial authority (unless withheld by proper authority) over members of their command. Prior to mobilization, their respective MSC CG shall serve as the first General Courts-Martial Convening Authority in the chain of command. After mobilization, the appropriate officers

within their Gaining Force Command shall serve as the first General Courts-Martial Convening Authority.

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CHAPTER 5

FISCAL, SUPPLY, AND LOGISTICS

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## RSP SOP

### CHAPTER 5

#### FISCAL, SUPPLY AND LOGISTICS

##### 5000. FISCAL

1. I-I/Site Commanders who are collocated at Battalion and MAG Det level and above are designated as Budget Execution Activities (BEA). (There are some exceptions where Site Commanders at lower echelons are also BEAs.) Site Commanders who are also BEAs are responsible for ensuring the funding of sites within their assigned area. (Activities under the purview of MARFORRES (e.g., comptroller, environmental, facilities, etc.) will remain as functions of MARFORRES unless directed otherwise.) If the PWST OIC is designated as the site commander, the PWST OIC will assume fiscal, supply and logistics responsibilities and liabilities for the entire site in accordance with standing MFR requirements and utilizing the available assigned MFR resources.

2. Site Commanders will conduct budget planning for applicable RSP related Reserve Personnel Marine Corps (RMPC) costs and manage authorized RPMC funds. PWST, RPMC, and AT related Operations & Maintenance, Marine Corps Reserve (O&M, MCR) requirements will be submitted by CG, MCRSC as part of annual FY budget calls.

3. MFR will conduct budget planning for all RSP/PWST related O&M, MCR costs, and manage authorized O&M, MCR funds for PWSTs in support of subordinate RTCs. RSP/PWST related O&M, MCR requirements will be submitted as part of annual FY budget calls to MFR Comptroller with CG, MCRSC having visibility of the requirements.

##### 5001. SUPPLIES AND SERVICE

1. Site Commanders are responsible for providing routine consumable supplies and services support for their PWST and using funds identified and provided to the MSC I-I/Site by COMMARFORRES in accordance with paragraph 5000.2. This includes, but is not limited to, administrative supplies, computer disks, film, mail franking, printing, telephone charges, etc.

2. All non-consumable property in support of the PWST will be maintained and accounted for on site property records and subcustodied, as required, to the PWST via CMR.

3. If the PWST OIC assumes command of a site, he/she will assume responsibility of all government property located at that site. The PWST OIC will ensure that all property is properly accounted for, secured, and loaded to the appropriate property records.

4. I-I/Site Commanders will ensure, as required, that members of the PWST are nominated as GCPC Cardholders and that they receive the required training.

#### 5002. CLOTHING

1. PWST standard uniform allowance requirements will be provided for enlisted personnel by MCRSC in accordance with requirements in reference (g). Site Commanders will support issue and recovery of all clothing. Sites will maintain NAVMC 631 records for all enlisted PWST members.

2. Upon Mobilization, Service Dress Blue uniforms will be acquired for PWST personnel by the gaining force MSC, but issued as organizational property to be accounted for on the site's supply account (specifically, the CMR of the PWST RO as noted in 5001.2). Dress Blue uniforms will be recovered upon PWST members transfer from the PWST. In the event a PWST member is transferred to another PWST, the Service Dress Blue Uniform will be transferred to the gaining organizations property account in accordance with standard supply procedures.

## RSP SOP

## APPENDIX A

INITIAL MOBILIZATION PROCESSING CENTER SITES

<u>LOCATION</u>	<u>I&amp;I STAFF</u>	<u>MOB MCC</u>
AURORA, CO	BTRY A 5/14	SFA
BRIDGETON (ST LOUIS), MO	H&S 3/24	SFK
BROOKLYN, NY	SPT CO 6 <sup>TH</sup> COMM	SFQ
CHARLOTTE, NC	H&S 4th MAINT BN	SED
CHICAGO, IL	H&S 2/24	SFS
CINCINNATI, OH	COMM CO HQBN	SEX
DAMNECK, VA	MACS-24 MACG-48	SFO
DETROIT, MI	H&S 1/24	SFW
ENCINO, CA	H&S 2/23	SFR
FT DEVENS, MA	HQ WPNS CO 1/25	SFL
FT LEWIS, WA	4th LSB	SFP
FT WORTH, TX	HQ 14th MAR	SEZ
HOUSTON, TX	H&S CO 1/23	SFB
KANSAS CITY, MO	HQ 24th MAR	SFD
LONG BEACH, CA	3d ANGLICO (-)	SFY
MARIETTA, GA	MAG-42	SEV
MEMPHIS, TN	CO K 3/23	SEN
OKLAHOMA, OK	BTRY F 1/14	SFH
ORLANDO, FL	DS MT CO A 6th MT BN	SEJ
PHILADELPHIA, PA	HQ BTRY 3/14	SFT
PHOENIX, AZ	BF CO C 6th ESB	SFU
PITTSBURGH, PA	2d MPCO/CO D	SFI
QUANTICO, VA	CO D 4th LAR	SHE
ROCHESTER, NY	8th TANK BN	SEC
SACRAMENTO, CA	MT MAINT CO 4th MAINT BN	SFX
SALT LAKE CITY, UT	CO F 2/23	SES
SAN ANTONIO, TX	4th RECON BN	SFJ
SAN DIEGO, CA	MCAS MIRAMAR	SFZ
SAVANNAH, GA	2d BTO 4th LSB	SEE
TWIN CITIES, MN	MP CO HQBN 4th MARDIV	SFE

RSP SOP

APPENDIX B

PWST REGIONS

NORTHEAST REGION

Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, Delaware, New Jersey, District of Columbia, Maryland

SOUTHEAST REGION

Virginia, North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, West Virginia, Kentucky

MIDWEST REGION

North Dakota, South Dakota, Illinois, Indiana, Ohio, Iowa, Missouri, Wisconsin, Michigan, Minnesota, Kansas, Nebraska

WEST REGION

Hawaii, Washington, Oregon, California, Idaho, Nevada, Montana, Alaska, Utah

SOUTHWEST REGION

Arizona, New Mexico, Texas, Oklahoma, Colorado, Louisiana, Mississippi, Wyoming, Arkansas